

CHAPTER 10. CONDUCT OF PILOT-IN-COMMAND PROFICIENCY CHECKS FOR AIRCRAFT REQUIRING MORE THAN ONE PILOT AS REQUIRED BY SECTION 61.58

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1538, 1561

2. OBJECTIVE. The objective of this task is to evaluate an applicant's performance during a Pilot-in-Command (PIC) proficiency check conducted in accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 61, § 61.58. Successful completion of this task results in the completion of Federal Aviation Administration (FAA) Form 8410-1, Airman Proficiency/Qualification Check, with an indication of either satisfactory or unsatisfactory results.

3. GENERAL.

A. Regulatory Requirement. Section 61.58 requires that the PIC of an aircraft requiring more than one pilot receive a proficiency check in that type aircraft during the preceding 24 months. Additionally, the PIC must have received a proficiency check in any aircraft requiring more than one pilot during the past 12 months. This requirement does not apply to operations conducted under 14 CFR parts 121, 125, 133, 135, and 137.

B. Grace Period. If the pilot takes this check in the month before or the month after it is due, the pilot is considered to have taken it in the month it is due. For example:

(1) Six-Month Checks:

- Checks scheduled: December 2002 and June 2003
- Actual checks: 12 December 2002 and 1 May 2003
- Next check due: December 2003 and June 2004

(2) Annual Checks:

- Checks scheduled: January 2002 and January 2003
- Actual checks: January 2002 and December 2002
- Next check due: January 2004 and January 2005

C. Carrying Persons and Property. For the purpose of completing this check a person may act as PIC under day visual flight rules (VFR) or instrument flight rules (IFR) if no persons or property, other than is necessary for compliance, are carried.

D. Methods of Compliance. Section 61.58 lists the several methods of compliance.

E. Proficiency Check Test Expiration. The proficiency check expires at the end of the 24th month after the month in which it is completed.

F. Letter of Discontinuance. When the check is terminated for reasons other than proficiency and a letter of discontinuance is issued, include all the required maneuvers the applicant completed successfully. The applicant may continue the test with a different inspector or at another district office and may receive credit for the successful maneuvers within the 60-day period.

G. Use of Simulators. Portions of the proficiency check can be accomplished in a flight simulator if it is conducted under part 142.

H. Unsatisfactory Performance. To cause the least inconvenience to an operator, the § 61.58 check may be continued after an item is deemed unsatisfactory. At the very least, the option of continuing should be offered to the applicant. If the check is continued, full credit is given on FAA Form 8410-1 for all successful maneuvers.

4. APPLICATION. The applicant for a check required by § 61.58 applies for the check using FAA Form 8410-1. FAA Form 8410-3, of the same name, is used strictly for part 135 checks, which are not covered in this handbook. For the purpose of this task, FAA Form 8410-1 is used.

A. FAA Form 8410-1. The applicant fills out only the top portion of the form (Figure 10-1). The inspector conducting the check to grade the applicant's performance uses the remainder.

B. Prerequisites. When the applicant submits a completed FAA Form 8410-1 and the other required documents, the following documents should be

checked by an airworthiness inspector, if one is available:

- (1) Aircraft maintenance records.
- (2) Airworthiness certificate.
- (3) Aircraft registration.

5. RETESTING. Retesting only applies when previous checks are discontinued because of reasons other than pilot proficiency. Retesting is not normally required for those maneuvers and procedures successfully completed on the previous proficiency check, as indicated on the previous FAA Form 8410-1.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of 14 CFR part 61 and FAA policies, and qualification as an ASI (Operations).

B. Coordination. This task requires coordination with the airworthiness unit and with the airman records section of the Airmen Certification Branch, AFS-760.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Title 14 CFR parts 1, 91, and 142
- PTRS Procedures Manual (PPM)
- Appropriate Practical Test Standards (PTS) and the references listed within

B. Forms.

- FAA Form 8410-1, Airman Proficiency/Qualification Check (Figure 10-1)

C. Job Aids.

- Sample letters and figures

3. PROCEDURES.

A. Schedule Appointment. Schedule the applicant for the requested proficiency check at a mutually agreed upon location. Advise the applicant to bring to the appointment the following documents:

(1) An FAA Form 8410-1 with the top portion completed.

(2) Pilot certificate.

(3) Medical certificate.

(4) Aircraft maintenance records.

(5) Aircraft logbooks.

(6) Airworthiness certificate.

(7) Aircraft registration.

B. Applicant Arrives for Appointment.

(1) Collect the documentation indicated above.

(2) Open PTRS file.

C. Review Form.

(1) Check that the applicant has provided his or her full name: last, first, and middle initial.

(2) Ensure that the applicant has indicated his or her employer and where the applicant is based.

(3) The box labeled "Name of Check Airman" should not be completed when an inspector conducts the check.

(4) Ensure that the applicant has indicated the date of the check, the location of the check, the type of check, and the aircraft and/or simulator used.

(5) "Block Time" does not have to be filled in until the check is completed.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity (see Volume 2, Chapter 1, Introduction to Part 61 Related Tasks, section 4). Compare the identification with the personal information provided on FAA Form 8410-1.

(1) If the applicant's identity can be verified, proceed with the check.

(2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification to reapply.

(3) If the applicant's identity appears to be different from the information supplied on FAA Form 8410-1, or it appears that an attempt at falsification has been made, do not continue this task. See related task in Volume 2, Chapter 182, Conduct a Violation Investigation.

E. Personal Requirements. Check the applicant's pilot certificate to determine if the applicant has a type

rating in the specific aircraft for which the applicant is PIC. Ensure the applicant holds at least a third class medical certificate, if appropriate.” If a practical test is administered in a flight simulator, a medical certificate is not required.

F. Aircraft Requirements. Have an airworthiness inspector review the pilot’s aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is suitable for the check. After review, return documents to the applicant.

G. Discrepancies. If a discrepancy exists in any of the items above, return the application and any documentation to the applicant and proceed as follows:

(1) Explain why the applicant is not eligible.

(2) Give an adequate explanation of how the applicant may correct the discrepancies.

(3) Close PTRS.

H. Eligibility Determined. Conduct the proficiency check after determining that all eligibility requirements are met.

(1) Refer to the applicable PTS reference (based on the pilot’s certificates and ratings held) to determine if the pilot meets the standards for each maneuver and procedure.

(2) If reexamining applicant after a previous unsatisfactory check, test the pilot:

(a) On any maneuvers and procedures not successfully completed.

(b) On any maneuver or procedure when there is reason to doubt the pilot’s competency in areas for which credit has previously been given.

(c) When more than 60 days has elapsed since the previous check, on all maneuvers and procedures.

(3) If the practical test is not completed for reasons other than proficiency, issue the applicant a letter of discontinuance (Figure 10-2). Return the application and any documentation to the applicant.

(4) Close out PTRS.

I. Complete Inspector Portion of FAA Form 8410-1.

(1) On FAA Form 8410-1, grade each item Satisfactory (S), Unsatisfactory (U), or Waived (W). Indicate either “Approved” or “Disapproved.” The Check Airman Performance block is not used.

(2) Indicate the regional and district office and sign FAA Form 8410-1.

(a) Give the original and one copy to the pilot. Instruct the pilot to give the copy to the employer, if applicable. Contact the employer to confirm receipt of FAA Form 8410-1.

(b) File a copy of FAA Form 8410-1 in the district office according to office procedures.

(c) If another FAA district office has geographic responsibility for the company that employs the pilot, send another copy of FAA Form 8410-1, along with the PTRS information, to that district office.

(3) If the pilot’s performance during the check warrants, see related task in Volume 2, Chapter 26, Conduct a Reexamination Test of an Airman Under Title 49 of the United State Code.

J. PTRS. Complete PTRS in accordance with the PPM.

4. TASK OUTCOMES. Completion of this task results in either:

A. The issuance of an FAA Form 8410-1, Airman Proficiency/Qualification Check, indicating satisfactory or unsatisfactory results.

B. A letter of discontinuance.

5. FUTURE ACTIVITIES.

A. Applicant may return for another proficiency check.

B. Applicant may be subject to an enforcement investigation if involved in an accident, incident, or possible violation of the federal aviation regulations.

FIGURE 10-1. FAA FORM 8410-1, AIRMAN PROFICIENCY/QUALIFICATION CHECK

AIRMAN PROFICIENCY/QUALIFICATION CHECK				DATE OF CHECK 09/30/2005	
				LOCATION Tucson, AZ	
NAME OF AIRMAN <i>(Last, first, middle initial)</i> Thomas, Richard A.				TYPE OF CHECK 61.58 PIC	
EMPLOYED BY Quickman Freight		BASED AT <i>(City and State)</i> Tucson, AZ		TYPE AIRCRAFT/SIMULATOR USED DC-3	
NAME OF CHECK AIRMAN				BLOCK TIME	
FLIGHT MANEUVERS GRADE <i>(S - Satisfactory U - Unsatisfactory)</i>					
PILOT			FLIGHT ENGINEER		
S - SATISFACTORY W - WAIVER <i>(See Appendix F to 121)</i>		U - UNSATISFACTORY			
		AIR-CRAFT	SIMU-LATOR	ITEM	S U
PREFLIGHT				1. EQUIPMENT EXAM <i>(Oral or Written)</i>	
1. EQUIPMENT EXAMINATION <i>(Oral or written)</i>				2. PREFLIGHT CHECK OF AIRCRAFT	
2. * PREFLIGHT INSPECTION				3. COMPUTATION OF FUEL LOAD & FUEL LOADING	
3. TAXIING				4. COMPLETION OF COMPANY APPROVED FORMS	
4. POWERPLANT CHECKS				5. STARTING, TAXI, AND RUNUP	
TAKEOFFS				6. POWERPLANT AND PROPELLER CONTROL	
5. NORMAL				7. CRUISE CONTROL AND COMPUTATIONS	
6. INSTRUMENT				8. AIRCRAFT/POWERPLANT OPERATION ANALYSIS	
7. CROSSWIND				9. FUEL SYSTEM MANAGEMENT	
8. WITH SIMULATED POWERPLANT FAILURE				10. AIR CONDITION & PRESSURIZATION CONTROL	
9. * REJECTED TAKEOFF				11. ELECTRICAL SYSTEM OPERATION	
INSTRUMENT PROCEDURES				12. POWERPLANT FIRE CONTROL	
10. * AREA DEPARTURE				13. EMERGENCY GEAR AND FLAP EXTENSION	
11. * HOLDING				14. HEATER FIRE AND CARGO COMPARTMENT FIRE	
12. * AREA ARRIVAL				15. SMOKE EVACUATION	
13. ILS APPROACHES				16. EMERGENCY DEPRESSURIZATION	
14. OTHER INSTRUMENT APPROACHES				17. FUEL DUMPING PROCEDURE	
15. CIRCLING APPROACHES				18. POWERPLANT SHUTDOWN AND RESTART	
16. MISSED APPROACHES				19. DEICING AND ANTHICING	
INFLIGHT MANEUVERS				20. LOCATION AND USE OF EMERGENCY EQUIPMENT	
17. * STEEP TURNS				21. EMERGENCIES-HYDRAULIC, PRESSURIZATION, ETC.	
18. * APPROACHES TO STALLS				22. CREW COORDINATION AND MONITORING	
19. * SPECIFIC FLIGHT CHARACTERISTICS					
20. POWERPLANT FAILURE					
LANDINGS				REMARKS	
21. NORMAL					
22. FROM AN ILS					
23. CROSSWIND					
24. WITH SIMULATED POWERPLANT(S) FAILURE					
25. REJECTED LANDING					
26. FROM CIRCLING APPROACH					
27. NORMAL AND ABNORMAL PROCEDURES					
28. EMERGENCY PROCEDURES					
29. JUDGEMENT					
30. HOVERING MANEUVERS					
31. RAPID DECELERATIONS <i>(Quick stops)</i>					
32. AUTOROTATIONS <i>(Single engine helo. only)</i>					
Items that may be waived are indicated by an asterisk (*) See Appendix F to FAR 121. All applicable items must be graded S, U or W.					
RESULT OF CHECK		APPROVED		CHECK AIRMAN'S PERFORMANCE	
		DISAPPROVED		SATISFACTORY	
				UNSATISFACTORY	
REGION		DISTRICT OFFICE		INSPECTOR'S SIGNATURE	

FAA Form 8410-1 (4-67)

SUPERSEDES FAA FORM 3111 WHICH IS OBSOLETE

C FAA AC 73-5734

AFS Electronic Forms System - v2.2

FIGURE 10-2. LETTER OF DISCONTINUANCE

NOTE: This letter does not extend the expiration date as shown on AC Form 8080-2, Airman Written Test Report.

FAA Letterhead

[Date]

[Applicant's name and address]

Dear [Applicant]:

On this date, you successfully completed the oral portion of the practical test for a [indicate grade] certificate with an [indicate category] category and [indicate class] class rating. The practical test was discontinued because of [indicate reason].

If application is made by [indicate date 60 days from date of letter], this letter may be used to show the following portions of the practical test that have been completed satisfactorily.

- [Indicate pilot operations completed on the test]

After [indicate expiration date] you must repeat the entire practical test.

Sincerely,

[Inspector conducting practical test of examiner candidate]